

TREASURY DOCUMENTATION**Subject**

Drug and Alcohol Testing

For

EMPLOYEE HANDBOOK

Also See

ET-03125

Identification

5/15

ET-03151

Policy

Effective

1-1-2003

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Replaces

ET-03151 (2-1-2000)

Department of Treasury policy is to follow Civil Service Rule 2-7 regarding drug and alcohol testing as outlined below.

All new hires to State employment must pass a pre-employment drug test.

Note: This rule is in addition to and supplements Department work rules.

All employees are subject to Civil Service Rule 2-7, Drug and Alcohol Testing, and shall comply with all requirements of the rule and these work rules. **A violation of 1 or 2 below is cause for disciplinary action up to and including discharge. A violation of 3, 4, 5, or 6 below will result in discharge.**

The following are prohibited activities for all employees:

1. The consumption or possession of alcohol while on duty.
2. Reporting for duty or being on duty with a blood alcohol concentration of .02 or greater percent by weight in the blood.
3. The on duty use or possession of a controlled substance except where the use of the controlled substance is prescribed by a physician.
4. Reporting for duty or being on duty with a prohibited level of drugs present in the bodily fluids except where the use of the controlled substance is prescribed by a physician.
5. Refusal to submit to a required drug test or alcohol test. Refusal to submit to a drug and/or alcohol test means any of the following: 1) failing to provide an adequate sample without an adequate medical explanation, or 2) engaging in conduct that obstructs the testing process, or 3) refusing to be tested.
6. Interfering with any testing procedure or tampering with any test sample.

End